

**Northwest Indiana Regional Development Authority**  
*on behalf of the*  
**Northwest Indiana Regional Bus Authority**  
**Request for Proposal**

October 15, 2008

Dear Sir or Madam:

The Regional Development Authority on behalf of the Regional Bus Authority is accepting proposals from CPA firms to conduct an audit of the Northwest Indiana Regional Bus Authority for the past 33 months. The audit is expected to be completed within 45 days. **The award of this contract is not to be considered a solicitation for any other services the RDA may require in the future. The purpose of this request is solely to conduct a financial audit of the Regional Bus Authority.** We invite your firm to submit a proposal by **Friday, November 7, 2008**, for consideration. The following information relates to this contract.

**Background of Northwest Indiana Regional Development Authority (RDA)**

The RDA is a quasi-state agency formed in January 2006. The organization is comprised of seven Board members, representing Lake and Porter Counties in Northwest Indiana. Annual funding of the RDA is currently \$27.5 million per year.

**Background of Northwest Indiana Regional Bus Authority (RBA)**

The Regional Bus Authority was created by the Indiana General Assembly and operates in Lake and Porter Counties. The purpose of the RBA is to increase transportation opportunities for senior citizens, the special needs community, and Hoosiers without their own transportation.

**Key Personnel**

Following are key contacts for information you may seek in preparing your proposal:

Tim Sanders	Executive Director	(219) 644-3500
Sherri Shabaz	Executive Assistant	(219) 644-3500

Requests for additional information, please contact the RDA Executive Director. Please provide 10 hard copies of your proposal. The completed proposal should be submitted in writing clearly labeled “**RBA AUDIT**” to the following address:

**Northwest Indiana Regional Development Authority**  
**9800 Connecticut Drive**  
**Crown Point, IN 46307**

Additionally, please submit your proposal electronically to [sshabaz@rda.in.gov](mailto:sshabaz@rda.in.gov) no later than Friday, November 7, 2008. Packets received after the deadline will be rejected. No other distribution is to be made. Additionally, the RDA reserves the right to reject all proposals should none of them be acceptable.

## **I. Your Response to This Request for Proposal**

In responding to this request, we seek the following information:

1. Detail your firm's experience in providing auditing services to companies in the not-for-profit sector, as well as with associations of a comparable size to the Northwest Indiana Regional Bus Authority.
2. Provide information on whether you provide services to any related industry associations or groups.
3. Discuss your firm's independence with respect to the Northwest Indiana Regional Bus Authority.
4. Discuss commitments you will make to staff continuity, including your staff turnover experience in the last three years.
5. Identify the five largest clients your firm (or office) has lost in the past three years and the reasons. Also, discuss, in instances where loss of the client was due to an unresolved auditing or accounting matter, the process of attempting to resolve the issue(s).
6. Identify the partner, manager, and in-charge accountant who will be assigned to the RBA if you are successful in your bid, and provide biographies. Indicate any complaints against them that have been leveled by the state board of accountancy or other regulatory authority, if any. Indicate any corrective actions that have been taken by the firm with respect to these people.
7. Describe how your firm will approach the audit of the organization, including the use of any association or affiliate member firm personnel and the areas that will receive primary emphasis. Also, discuss the firm's use of technology in the audit. And finally, discuss the communication process used by the firm to discuss issues with management staff of the Northwest Indiana Regional Bus Authority and the RDA.
8. Set forth your fee proposal for the audit.
9. Furnish standard billing rates for classes of professional personnel for each of the last three years.
10. Describe how and why your firm is different from other firms being considered, and why our selection of your firm as our independent accountants is the best decision we could make.
11. Include a copy of your firm's most recent peer review report, the related letter of comments, and the firm's response to the letter of comments.
12. Attach a copy of the Ethics Policy to which the applicants adheres.
13. Describe your firm's presence, activities and engagements in our northwest Indiana community.
14. Supply the RDA with a current list of clients served by the applicant's firm.
15. Submit your firm's plan for using WBE and MBEs where possible in fulfilling this contract.

### III. EVALUATION CRITERIA

The proposal will be evaluated based upon the following two areas. Therefore, it is important that your proposal be responsive to the data requested.

#### 1. **Cost**

Overall cost, including out-of-pocket expenses for performance of the audit.

#### 2. **Qualifications**

- a Organizational structure and size of the firm.
- b Organizational structure and size of the office performing the audit.
- c Recent experience in similar audits.
- d Qualifications of the audit team.
- e Individuals with whom the audit team can consult.
- f Understanding of work and timetable to complete the audit.

### IV. ENTITY PROFILE

#### **Suggested information to include:**

- Administrative Information:
  - Background information on the entity;
  - Period to be audited;
  - Term of contract engagement;
  - Schedule of any government funds by project or grant to be audited;
  - Description and magnitude of the entity accounting records;
  - Description of the entity's computer system(s) and software, if applicable;
  - Name and telephone number of a contact person at the federal cognizant or oversight agency; and
- Work and Reporting Requirements:
  - Auditing standards to be followed;
  - Extent to which the entity would assist the RBA;
  - Meeting schedule(s) with staff and Finance Committee;
  - Specific scope of audit work to be performed;
  - Number and types of reports required;
  - List of restrictions, such as copy services or work space;
  - Exit conference requirements;
  - Specific audit guides or programs to be followed; and
  - Minimum audit requirements under applicable law
- Time Requirements:
  - Date of contract award;
  - Date records would be ready for audit;

- Dates for completing interim phases, such as fieldwork completion and draft report preparation;
- Date final report is due;
- Working paper retention requirements; and
- Working paper availability requirements for cognizant or oversight agency when applicable.